



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Deputy Director of Public Works - Operations</b>	
<b>DEPARTMENT:</b>	<b>Public Works Department</b>	
<b>REPORTS TO:</b>	<b>Director of Public Works</b>	<b>DATE: April, 2009</b>
<b>EMPLOYEE UNIT:</b>	<b>Management &amp; Confidential</b>	<b>Supersedes: February, 2005</b>
<b>FLSA EXEMPT:</b>	<b>Yes</b>	

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**JOB SUMMARY:** Under the general direction of the Director of Public Works/City Engineer, directs and supervises the activities of the Operations Division of the Public Works Department as assigned, including water and wastewater utilities, streets, storm drains, parks, and land development; addresses citizen complaints and service requests; coordinates Department operations with those of other City departments and outside agencies; may act as the Director of Public Works in the absence of or at the direction of the Director of Public Works/City Engineer; performs related work as required.

**CLASS CHARACTERISTICS:** This is an advanced mid-management position that performs administrative oversight of the Operations Division including some field supervision over the utilities, streets, parks, storm drain, and inspection functions in addition to administering special projects related to the varied public works functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with the Director of Public Works and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Plan, organize, and direct the varied public works maintenance functions such as water production and distribution, wastewater collection, streets, parks, water meter, storm drains and fleet maintenance.
2. Determine appropriate courses of action which may involve directing staff to schedule new or varied work programs, making recommendations for efficiency enhancements for consideration during budget preparation, and preparing reports dealing with Department activities.
3. Evaluate, develop, and administer various contract maintenance services such as street patching, street marking, traffic signal, telemetry, and heavy electrical and parks maintenance.
4. Review land development and CIP plans relative to long term maintenance concerns.
5. Evaluate and administer the Department Safety Program for compliance with local, State and Federal laws.
6. Facilitate meetings related to Department functions including public meetings, work groups, and teams.

7. Make effective oral and written presentations and communicate effectively with City Council and the City's Management Team.
8. Develop and implement goals, objectives, policies, procedures, schedules, and work standards for the various operating divisions.
9. Prepare and administer the Operations Division's annual operations budget, as assigned.
10. Manage the fleet maintenance function.
11. Research and analyze complex problems, evaluate varied information and data, and exercise sound independent judgment within established guidelines.
12. Establish and maintain effective working relationships while providing for the evaluation, training, and professional development of assigned staff.
13. Interpret City policies and procedures, update Department policies and procedures, and take responsibility for the morale and productivity of assigned department staff.
14. Make presentations before the City Council as assigned.
15. Serve as the Director of Public Works, when directed to do so, in the absence of the Director of Public Works/City Engineer.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Possess a Bachelors degree from an accredited college in civil engineering, public or business administration, or a related field.
2. Five years public works-related construction, maintenance, repair, and land development experience which has included at least three years at a supervisory or management level.

**Licenses & Certificates:**

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.

**Knowledge of:**

1. Administrative principles and methods, including goal setting, program development, scheduling and implementation, budget preparation and administration, employee supervision, and contract evaluation and administration.
2. Current principles, practices, and techniques of municipal public works construction and inspection, including water production and distribution, wastewater collection, streets, parks, and storm drains.
3. Applicable local, State, and Federal laws and regulations related to the Department.
4. Public administration principles and practices related to the activities and functions of municipal

government.

5. All safety regulations pertaining to the work of the Department.

**Skill in:**

1. Planning, organizing, and administering comprehensive public works office and field activities with in-house and contract personnel.
2. Developing, interpreting, and implementing Department policies.
3. Analyzing complex problems, evaluating alternatives, and implementing creative but sound alternatives.
4. Preparing and presenting clear, concise, and competent reports, both orally and in writing.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of common office software including Microsoft Office and applicable specialized engineering software.

**Ability to:**

1. Exercise sound independent judgment within general policy guidelines.
2. Select, train, evaluate, and motivate staff.
3. Establish and maintain effective working relationships with those contacted in the course of the work.
4. Represent the City effectively in meetings with others.
5. Prepare clear, concise and competent reports, correspondence, and other written materials.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.